

MINUTES OF THE CIA CAREER COUNCIL

68th Meeting, Thursday, 30 November 1961, 3:00 p.m.  
OP Conference Room 5E62, Hdqs. Bldg.

Present: [ ] Acting Chairman  
Robert Amory, Jr., Member  
Matthew Baird, Member  
[ ] Member  
Lyman B. Kirkpatrick, Member  
Lawrence K. White, Member  
[ ] Acting Executive Secretary  
[ ] Recording Secretary

1. The minutes of the 67th meeting (14 Sept 1961 and 21 Sept 1961) were approved as submitted.

2. The Council reviewed the policy guidance principles concerning the application of surplus personnel procedures (agenda item 2) and unanimously approved for submission to the Director the following procedures for application to those individuals who are in a surplus category and who might be among those recommended for separation pursuant to [ ]

a. If such an individual is eligible for immediate optional retirement, he shall be allowed to file a formal application for retirement and thus remove himself from the [ ] exercise.

b. If such an individual will become eligible for optional retirement within 12 calendar months following his identification by the Deputy Director concerned as an employee whose separation is to be recommended, he shall be allowed to file a formal application for retirement effective as of the date he becomes eligible and thus remove himself from the [ ] exercise. In allowing him to do so, however, it must be determined by the Deputy Director concerned that the employee's services can be profitably used in the interim and it must be understood that the employee will use any accumulated and accrued annual leave to his credit prior to the date he becomes eligible for retirement.

c. If such an individual will become eligible for a discontinued service annuity within 12 calendar months following a formal recommendation to the Director of Central Intelligence for

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his separation, he shall be allowed to remain on the Agency's rolls until such eligibility is attained. Such action assumes that the individual's services can be profitably used in the interim and that he will use his annual leave prior to becoming eligible for the annuity.

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3. In response to questions from members of the Council, Mr. [redacted] reported on the status of pending actions under [redacted] "Separation of Surplus Personnel." It was the consensus of the Council that [redacted] pending actions should be completed as soon as possible. ✓ 25X1 25X1

4. The Council reviewed the report, "Promotions of Junior Officer Trainees," made by the Personnel Development Board, and the Board's proposal for establishing an overall Agency standard or pattern for the promotion of JOT's to GS-11. The Council approved the establishment of the proposed Agency standard--advancement from GS-7 to GS-11 in a period of approximately 3½ years--with the understanding that promotions would not be automatic and that no guarantees for advancement would be made to prospective JOT's. It was agreed that the Personnel Development Board should study Agency practices concerning the promotion of junior professional personnel other than JOT's and should examine the extent to which the standards for promotion of JOT's might be applicable to this group.

5. The nomination of Agency candidates to be recommended for the National Civil Service League Career Service Awards was discussed, and the Council unanimously agreed to recommend Dr. Herbert Scoville as the Agency nominee.

NOTE:

1. The procedures for the application of surplus personnel procedures to retirement eligibles, stated in paragraph 2 above, were approved by the Deputy Director of Central Intelligence on 13 December 1961.

2. The Deputy Director of Central Intelligence nominated on 1 December 1961 Dr. Herbert Scoville for the 1962 National Civil Service League Awards.

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Executive Secretary  
CIA Career Council

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